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7 August 1981

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Activity Report for the Directorate of
Administration

1. The first payment of the Interim Overseas Differential (IOD), effective 12 July, appeared in biweekly paychecks on 6 August. Nonofficial cover personnel, paid on a four-week basis will receive IOD payments in their checks on or about 18 August. It is estimated that about [] employees will receive IOD payments; the statutory pay ceiling of \$50,112.50 prevents a greater number of eligible employees from receiving the IOD. With the payment of the IOD, the number of employees under [] an overpay status dropped from [] A9c5.2

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2. The contractor repairing the roof of the Headquarters building failed to properly seal a space between the old and new roof sections over the weekend. This resulted in a leak into the Executive Dining Room area. Real Estate & Construction Division, Office of Logistics, contacted GSA to effect temporary repairs. Steps are being taken in-house to minimize the effect of the leaks until a permanent patch can be made. []

3. On 4 August, representatives from the Office of Medical Services addressed a Foreign Service Institute seminar regarding "Hostage Survival" and "Survival First Aid." []

4. During 20-30 July, nine teachers from the Defense Language Institute (DLI) were trained by the Language School (LS), Office of Training and Education, in oral interview and testing. Although the training emphasized speaking and listening, some attention was also devoted to reading and writing evaluation. []

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Training in Russian and German is the first phase of a joint LS/DLI project to train interviewers in ten languages over an 18-month period. Goals are to extend the use of the oral interview in government to standardize the DLI's oral language proficiency tests and to encourage a nationwide testing system which will be understandable not only to the government, but to academia and the business world as well. []

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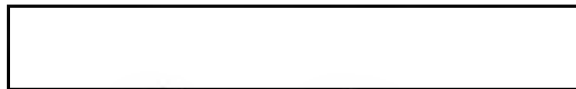


7. On 4 August, the DDA, ADDA, and other representatives from the Directorate of Administration met with Nancy Falk, Fairfax County Commissioner, Dranesville District, to provide her with a briefing regarding plans for construction of a new building on the Headquarters compound. ☐

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8. The Office of Data Processing has agreed to assist the Army's Foreign Science and Technology Center (FSTC), Charlottesville, Virginia, in the procurement and installation of six Delta Data terminals at FSTC Headquarters. ☐
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Harry E. Fitzwater

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EO/DDA/ ☐ (7 Aug 81)

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